



DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
8725 JOHN J. KINGMAN ROAD, SUITE 2533  
FT. BELVOIR, VIRGINIA 22060-622 1

IN REPLY  
REFER TO

CIC

APR 5 1999

MEMORANDUM FOR EXECUTIVE TEAM

SUBJECT: National Y2K Response Task Force/Coordination Center Trial Run

The Office of the Assistant Secretary of Defense, Command, Control, Communications, and Intelligence, Y2K Office (OASD/3CI/Y2K), has requested that DLA support the National Response Task Force trial run. The Director of the emerging National Response Task Force/Coordination Center, will use the upcoming Julian Calendar date "099" (i.e. April 9, 1999) as a baseline for developing reporting procedures. These procedures will be used to report Y2K problems associated with dates falling within the Y2K transition period of September 1, 1999 – March 31, 2000.

Because of the short lead-time and the absence of National and Agency Y2K Centers, reporting requirements, and formats, all involved should recognize that a process is not in place to report this effort. Request that the HQ DLA Y2K Program Management office be notified of any problems that occur as a result of the Julian Date "099." The report should include the system, software, time of occurrence, problem encountered, action taken to resolve the problem, a point of contact for the report, and the name of an individual who is familiar with the problem reported. There will be a 32-hour reporting period that will start at 0500 on Thursday, April 8, 1999 and end at 1300 on Friday April 9, 1999. Reports should be provided as incidents occur via e-mail to Mr. Ronald DiPadova at [ronald.dipadova@hq.dla.mil](mailto:ronald.dipadova@hq.dla.mil). If additional information is required, contact Mr. DiPadova at (703) 767-2193, DSN 427-2193 or Valerie Langham, at (703) 767-2180, DSN 427-2180.

CARLA A. VON BERNEWITZ  
Chief Information Officer

cc:  
PLFAs

